

# IOSHA Summer Intern

## JOB DETAILS

Job ID: **601806**  
Agency: **Labor, Indiana Department of**  
Location: **Indianapolis, Indiana (Marion Co.)**  
Full/Part Time: **Full-Time (Intermittent)**  
Salary: **\$22,282.00**  
Apply Before: **4/11/2016**

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## JOB DESCRIPTION

The Indiana Department of Labor is currently seeking an IOSHA Summer Intern. This position will assist with various projects in the Indiana Department of Labor IOSHA Division. Upon completion, the student should have an increased understanding of the recordkeeping and reporting requirements of an employer and/or employee in Indiana with respect to safety and health in workplace. The candidate will have the opportunity to work with the intake duty officer and supervisor to input and aid in the assignment of inspections and investigations to compliance officers. Candidate will also be able to on occasion accompany a compliance officer on an inspection.

## RESPONSIBILITIES

- Take information from callers, emails, and faxes regarding formal and non-formal complaints, referrals, emphasis-related contact, threats of imminent danger, and fatalities and catastrophes.
  - Research information on media referrals regarding accidents when information is not adequate to complete processing.
  - Contact coroner's offices in order to request death inquest in regards to unassigned (natural causes) fatalities.
  - Make labels for case files for CSHO's.
  - Send out complaint forms to complainants for signatures as well as written information about hazards and their locations, as well as company information
  - Correct addresses for CSHO's in OSHA Express when job site information or company information is not correctly relayed or written by complainants.
  - Contact employers in regards to non-formal complaints as well sending out documentation to employers to receive their responses to allege hazards brought against their company.
  - Enter data into the OSHA Express system accurately and timely.
  - Refer non-IOSHA related hazards or issues to other IDOL divisions as appropriate.
  - Complete special projects and perform related duties as assigned;
  - Interact with various agency staff to aid in the completion of assignments/projects.
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## PREFERRED EXPERIENCE

- Must be enrolled in an accredited post-secondary school and have successfully completed a minimum of 1 year;

- Excellent communication skills, including the ability to communicate effectively orally and in writing;
- Ability to identify, analyze, and resolve issues;
- Ability to multitask;
- May be required to help in research in a particular field;
- Proficient computer skills, including Microsoft Office programs;
- General knowledge of office equipment;
- Valid Driver's license preferred;
- Ability to maintain confidentiality in all matters.
- Ability to maintain working cooperative relationships and ability to manage difficult situations with utmost professionalism; ability to maintain confidentiality.

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**THE STATE OF INDIANA IS AN EQUAL OPPORTUNITY EMPLOYER**